PEDS Data Entry Training Mini-Grants

Statewide Data Collection and Evaluation of First 5 California Funded Programs



Goals of training

- To define "mini-grants."
- To learn how to enter mini-grant data into PEDS.
- To learn how to edit mini-grant data in PEDS.
- To learn how to delete mini-grant data in PEDS.

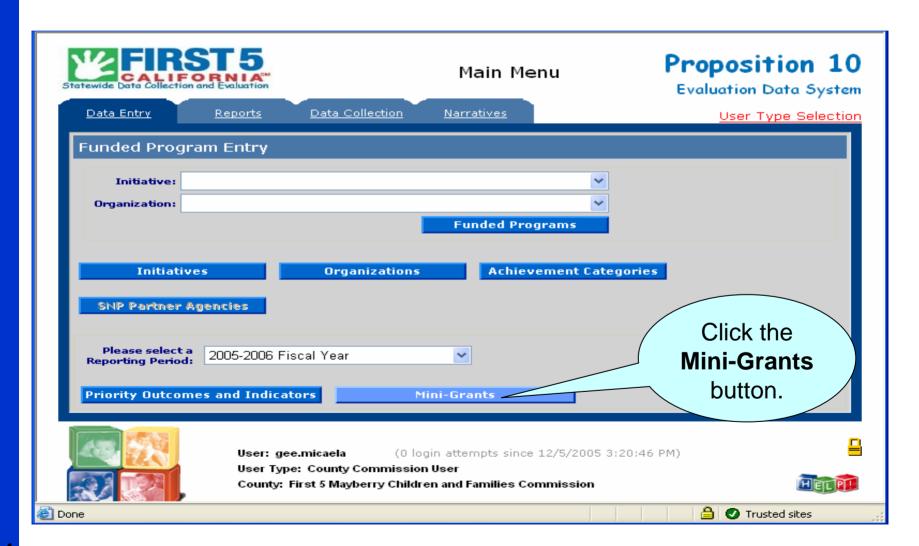
Mini Grants Definition

Small grants (usually less than \$5,000) disbursed to recipients by a County Commission.

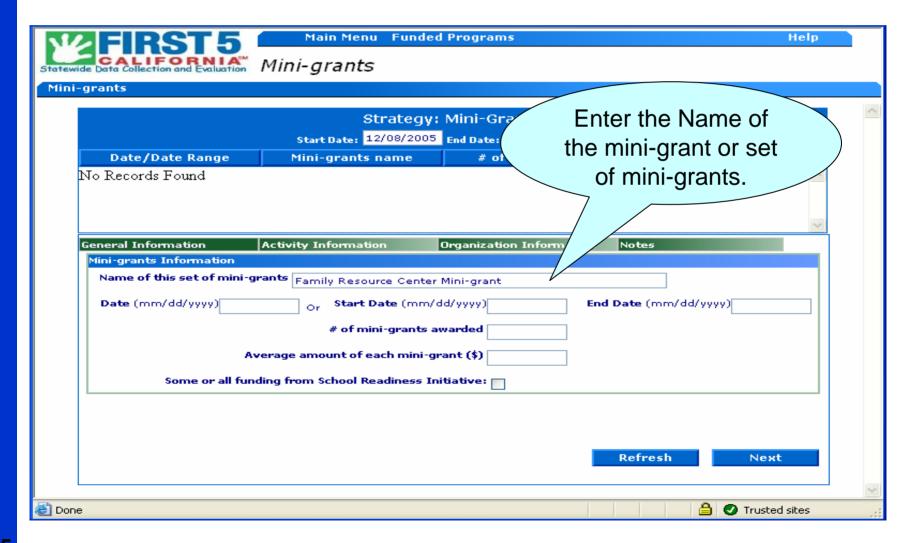
Mini-grant funding guidelines:

- Funding commitments totaling less than \$5,000 made to a funded program are designated as min-grants.
- Larger County Commissions may also consider designating grants that involve larger sums of money (e.g., up to \$15,000) as mini-grants.

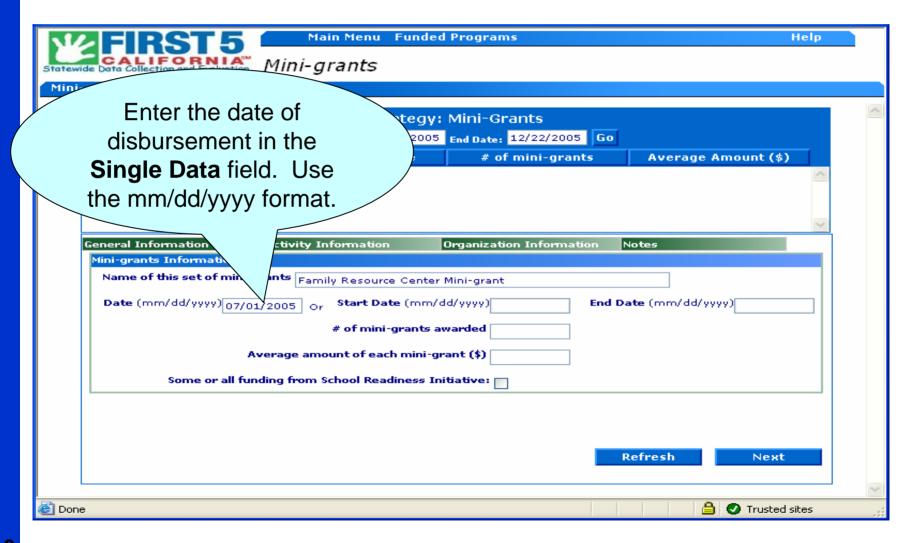
How do I enter mini-grants into PEDS?

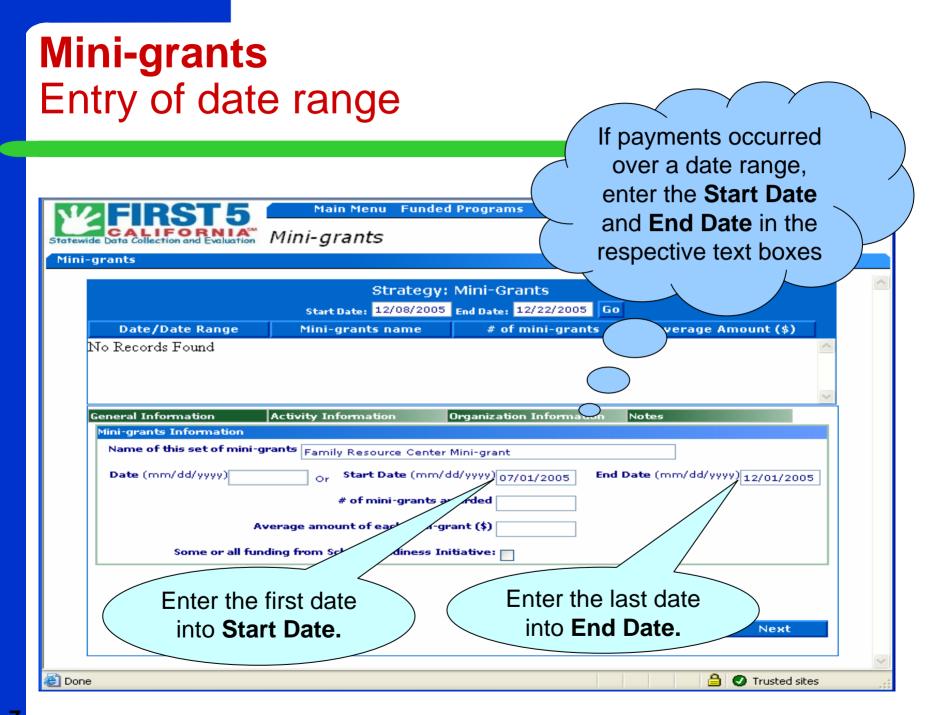


Mini-grants Entry of mini-grant name

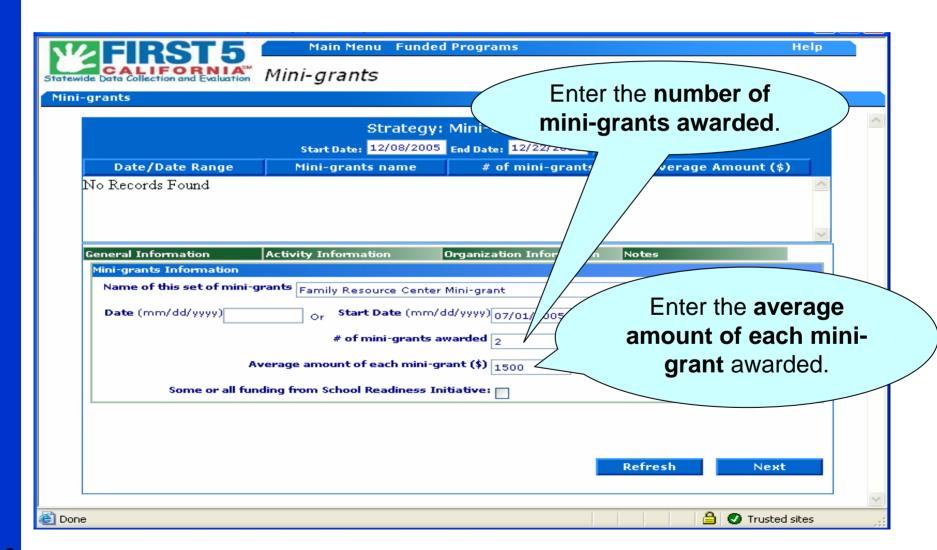


Mini-grants Entry of date

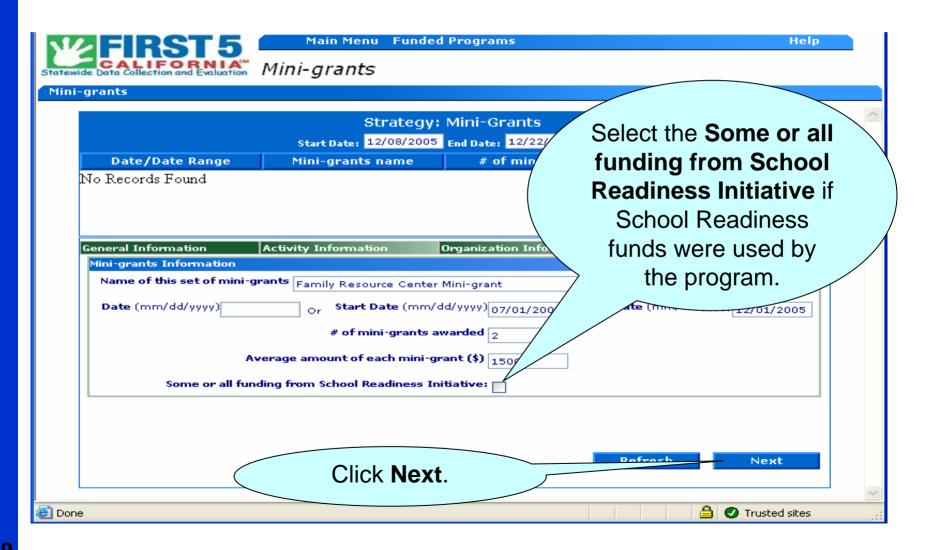




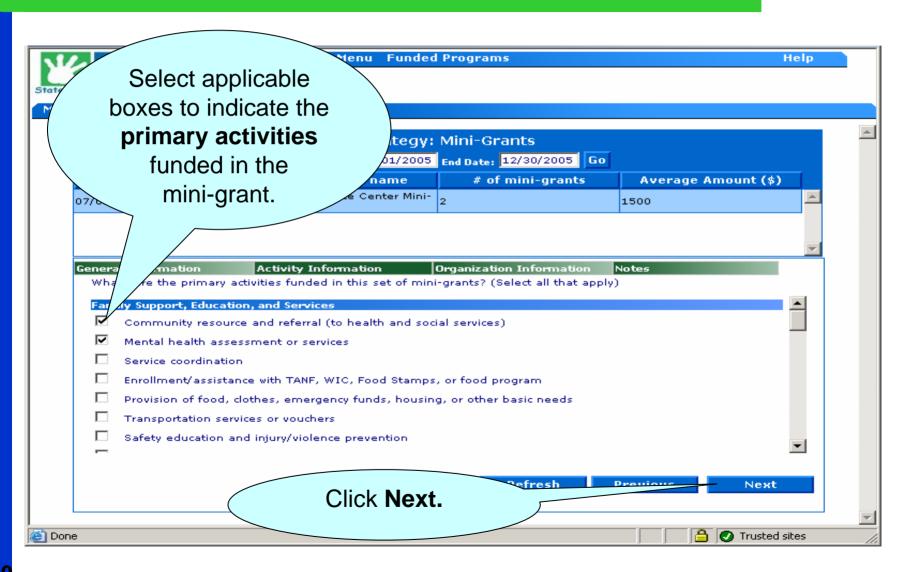
Mini-grants Entry of number and amount



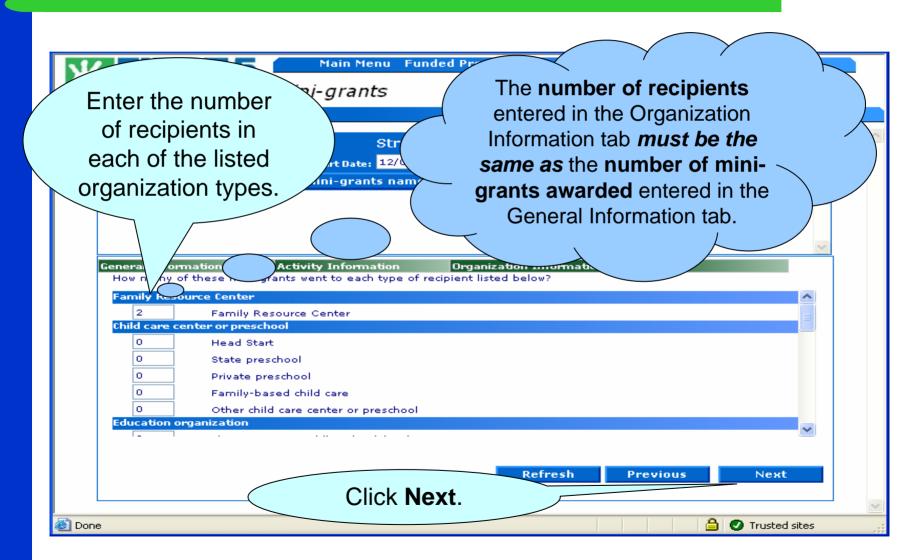
Mini-grants Entry of School Readiness funding



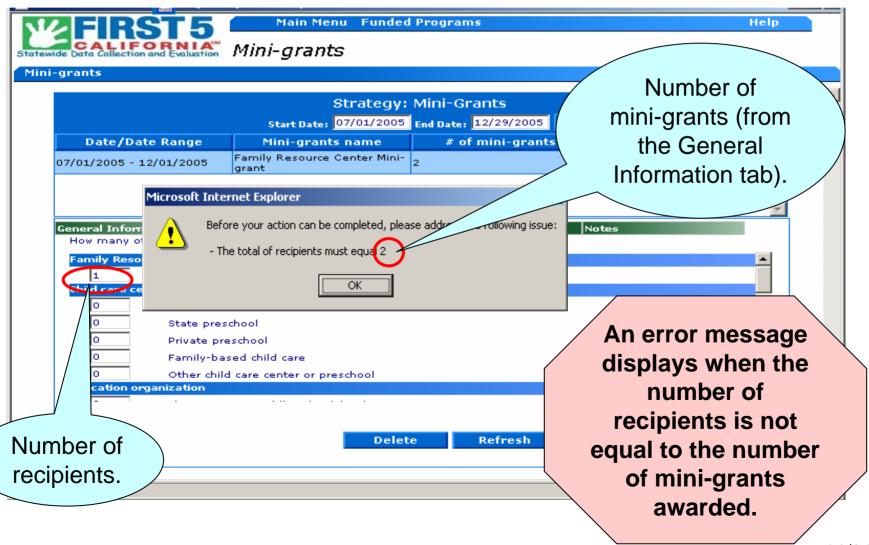
Mini-grants Entry of activity information



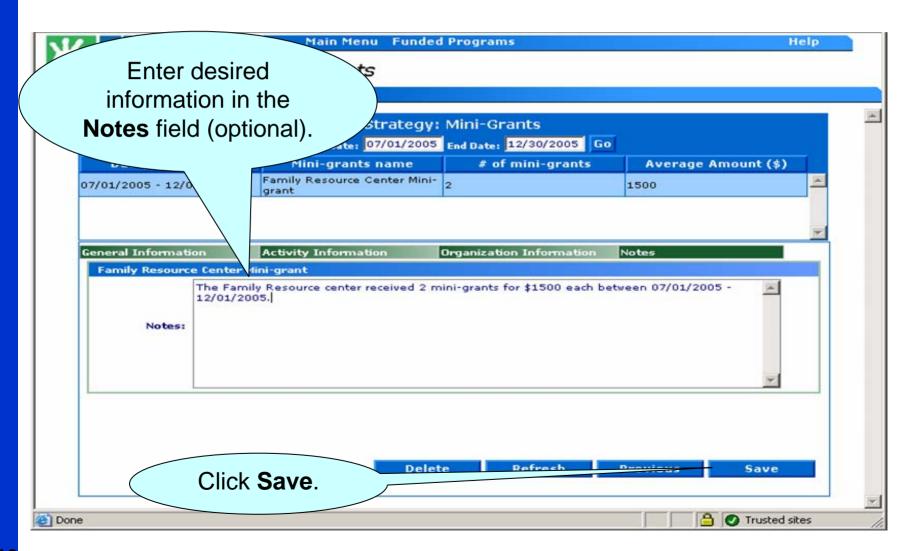
Mini-grants Entry of organization information

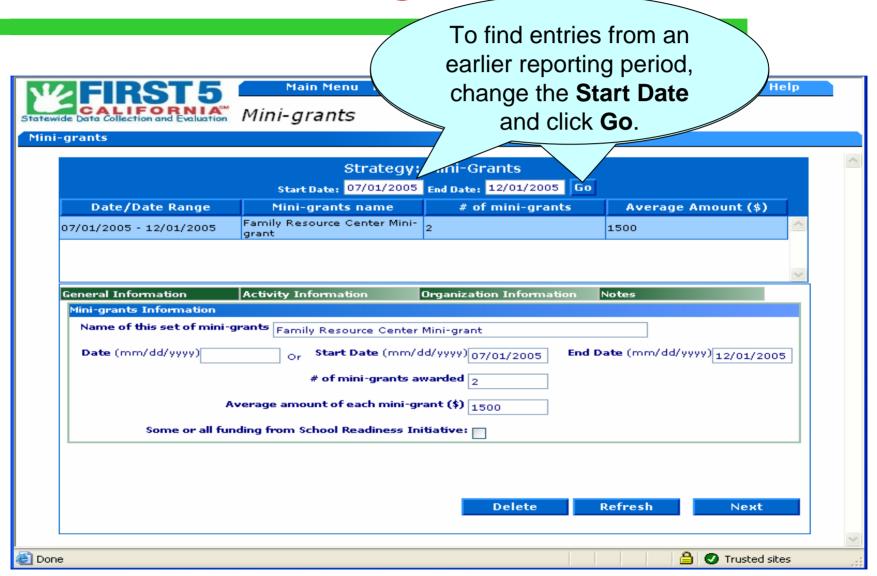


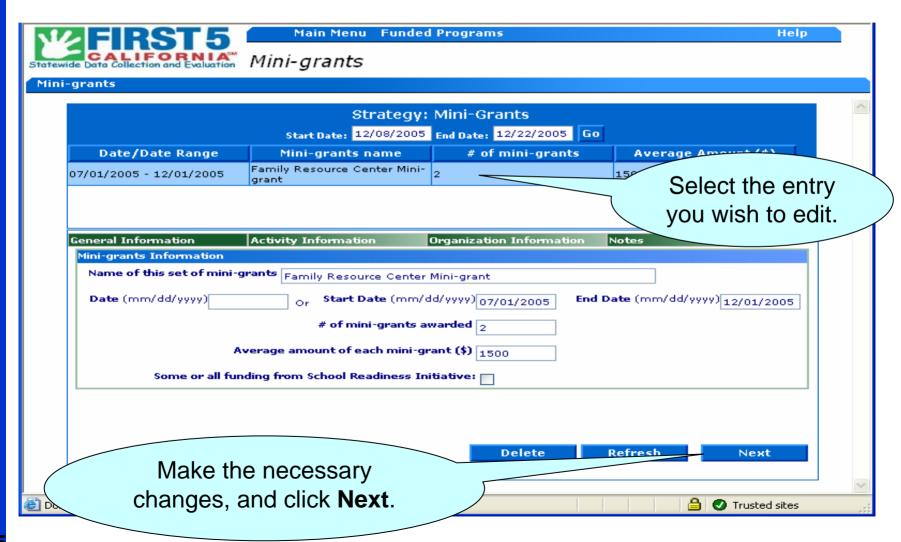
Mini-grants Organization information error message

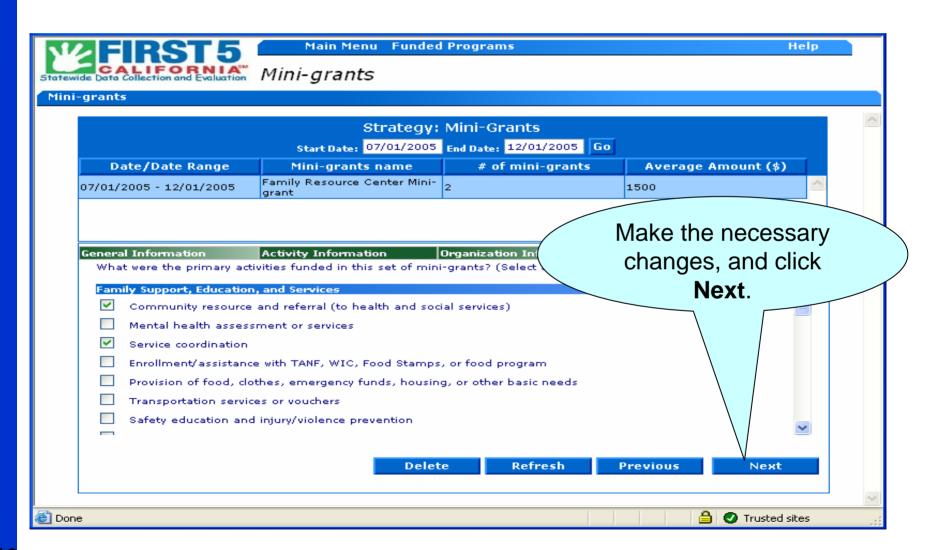


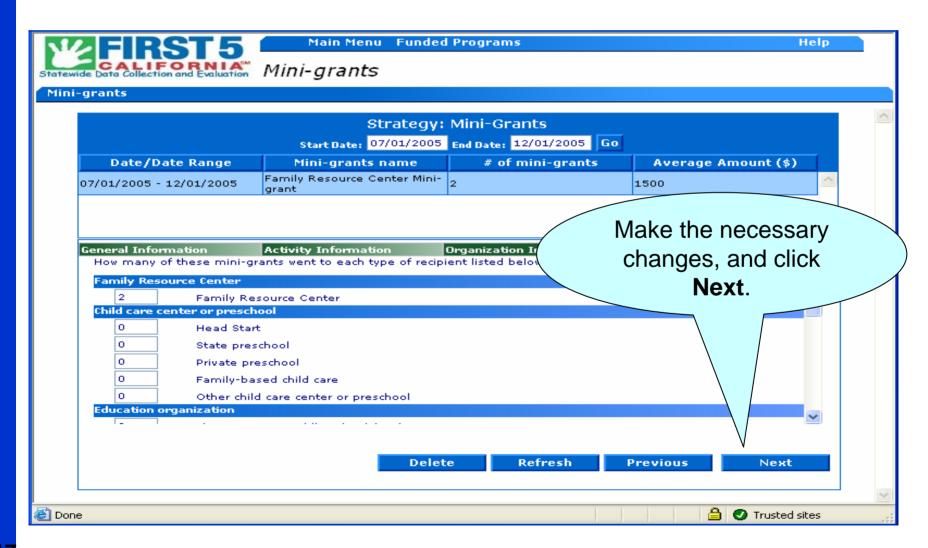
Mini-grants Entry of notes

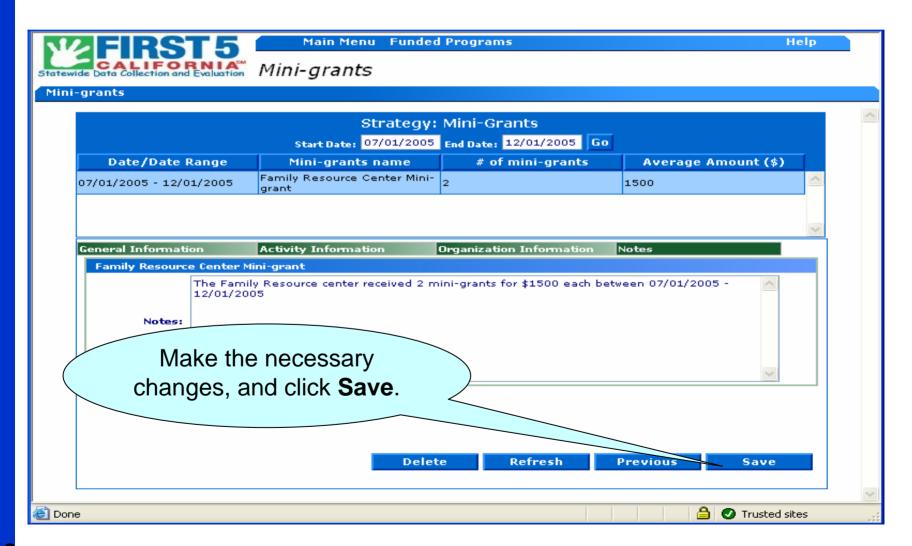




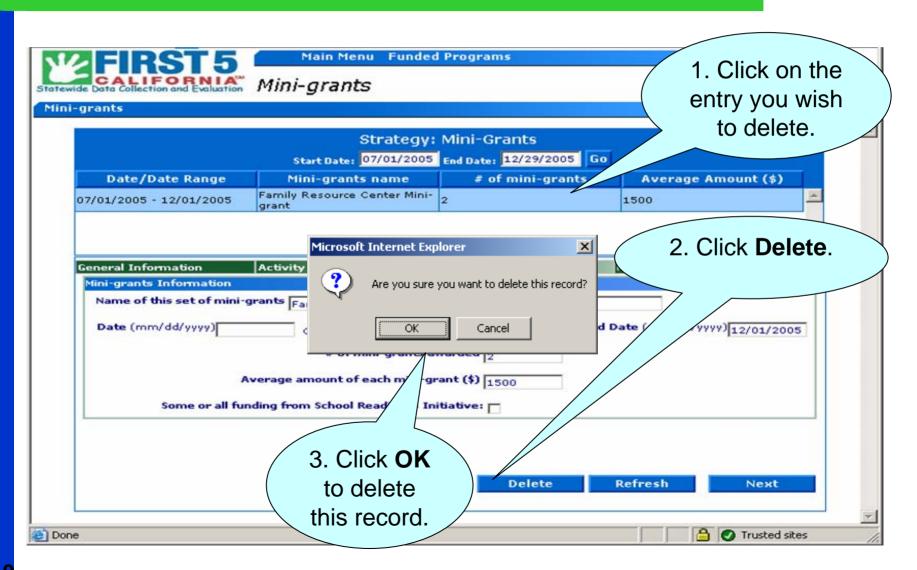








How do I delete mini-grant data from PEDS?



Mini-grants Summary of data entry

To Add

General Information

- Enter name of mini-grant or set of minigrants.
- Enter date or date range.
- · Enter number of grants awarded.
- Enter average dollar amount of each grant.
- Indicate if some or all funds are related to School Readiness.
- Click Next.

Activity Information

- · Select activity check boxes.
- Click Next.

Organization Information

- Enter the number of recipients by organizational types.
- · Click Save.

To Edit

- Select entry to be edited.
- Enter the necessary changes to the General Information screen.
- Click Next.
- Enter the necessary changes to Activity Information screen.
- Click Next.
- Enter the necessary changes to Organization Information screen.
- Enter the necessary changes to the Notes field (optional).
- Click Save.

To Delete

- Select entry to be deleted.
- Click Delete.
- Click **OK** to confirm deletion.